



Indigenous Australians Policy

Centurion Drilling is committed to recognising and respecting the needs of Indigenous Australians. In line with our anti-discrimination policy, we openly encourage the involvement of indigenous Australians within our workplace.

Objective

The objectives of this policy are to ensure, so far as is reasonably practicable:

- That indigenous Australians are provided with access to Centurion Drilling employment on a merit basis;
- Valuing the contribution that can be made by Indigenous Australians to the Centurion Drilling Workplace
- Promoting cultural diversity within Centurion Drilling by assisting all employees to better appreciate Indigenous cultures
- Understanding and adhering to cultural protocols by respecting the customs of Indigenous people and their communities

Responsibilities

Managers are responsible for:

- Ensuring that the principles outlined in this policy are applied in the workplace;
- Ensuring all decisions relating to appointment, promotion and career development are made in accordance with the merit-based principles outlined in this policy
- Providing an inclusive environment that celebrates and recognises the contributions made by indigenous employees
- Ensuring their team members are aware of and behave in accordance with Centurion Drilling's Indigenous policy.

Employees are responsible for:

- Complying with the provisions of the Indigenous policy;
- Treating all colleagues and customers with respect and professionalism
- Informing their Manager of any breach or potential breach of the Indigenous policy.



Anti-Discrimination Policy

Centurion Drilling is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) staff will be treated on their merits and valued according to how well they perform their duties.

Centurion Drilling believes that all staff should be able to work in an environment free from discrimination, victimisation, sexual harassment, vilification and the seeking of unnecessary information on which discrimination might be based. We consider these behaviours unacceptable and they will not be tolerated.

Objective

The objectives of this policy are to ensure, so far as is reasonably practicable:

- The no staff suffer from discrimination in any form whatsoever;
- That management provides the necessary information and monitoring to ensure harassment is not tolerated; and
- The working culture within Centurion Drilling is harmonious and inclusive

Responsibilities

All staff contribute to the creation of a discrimination free and inclusive workplace and a healthy workplace culture.

Managers have a particular obligation to model appropriate behaviour; promote this policy; treat all complaints seriously and attend to them promptly; monitor the work environment and seek expert help for complex or serious matters.

All staff have the responsibility to comply with this policy; report incidents to their managers and not to participate in discriminatory or harassing behaviour.

Staff who make a complaint of discrimination or sexual harassment will not suffer any victimisation by Centurion Drilling for making the complaint. This also applies to staff who agree to be a witness in a complaint or have a complaint made against them.

Disciplinary action will be taken by Centurion Drilling against any staff member found to have breached this policy. Action will be appropriate to the breach and may include: an official warning and note on the person's personnel file; a formal apology; counselling; demotion, transfer, suspension; or dismissal for very serious matters.



Environmental Policy

CENTURION Drilling Pty Ltd supports any project or program directed at improving or protecting the environment at present and in the future. At all times CENTURION Drilling considers the effect operations may have on the environment.

As part of this support CENTURION Drilling undertakes to:

- Give consideration to all aspects of environmental care prior to commencement of the operation and perform any works or contract in a manner that will minimise disturbance of people, local flora or fauna, natural and constructed waterways
- Avoid known contamination of any area by avoiding spills and leakages of petroleum and other noxious materials
- Purchase and utilise environmentally friendly products wherever reasonably practicable.

All CENTURION Drilling employees will follow the basic rules of protecting the environment and these will include but will not necessarily be limited to the following:

- Driving vehicles on established roads and in a manner which will minimise impact on the area and at moderate speeds to reduce dust and noise
- Keeping clear of natural flora and fauna to an absolute minimum where roads, tracks or pads are not already present
- Respecting others property and not trespassing on private land or leases
- Minimising the risk of fires
- Not hunting, shooting, fishing or carrying firearms or other weapons on designated work sites
- Not interfering with any native sites, or removing any aboriginal artefacts, relics or other items of national interest such as fossils etc.
- Removing or containing all rubbish and leaving the area in a clean and tidy manner on completion of the job.



Employee Rehabilitation Policy

CENTURION Drilling Pty Ltd is committed to the rehabilitation of employees injured at work (or with illness or disease) contracted out of, or in the course of their employment. CENTURION Drilling will ensure appropriate steps are taken to prevent injuries and illness at work, but recognises that accidents may, and do occur.

In the event of an occurrence, CENTURION Drilling will ensure restoration of the injured worker to the fullest potential of which they are capable.

CENTURION Drilling undertakes to:

- Maintain regular contact and support throughout the recovery process
- Assist the injured, safe return to meaningful and productive work, following illness or injury
- Establish recognition that rehabilitation is the usual course of action and should begin at the time when treatment is first started
- Ensure there is early, accurate medical assessment, involvement of rehabilitation specialists, when needed, to support the role of the treating medical practitioner
- Integrate the injured or ill person successfully back into the workforce as soon as reasonably possible.

To achieve this CENTURION Drilling is committed to:

- Preventing injuries / illness
- Begin Occupational Rehabilitation as soon as injury / illness has been identified
- Ensuring that return to work is a normal expectation
- Returning people to their usual work or alternate work commensurate with their qualifications, experience and medical capacity
- Consulting with the employer and involved parties (i.e. treating doctor, rehabilitation officer, provider, if needed)
- Where no suitable work is available, or rehabilitation is not progressing as anticipated, advising early referral to the selected rehabilitation provider
- Ensuring the injured or ill person always retains the right to receive treatment from whomsoever they choose, providing such choice is reasonable
- Alternative duties must be useful for the persons rehabilitation and must not, wherever possible, have the potential to re-aggravate the injury or condition
- Establishing general and specific procedures to facilitate rehabilitation.



Safety Policy

All CENTURION Drilling Pty Ltd operations will be conducted so as to protect the health, safety and welfare of employees, client personnel and all other visitors to site, while maintaining a safe working environment conducive to our goal of "ZERO HARM".

To achieve this CENTURION Drilling undertakes to:

- Provide and maintain healthy and safe workplaces and equipment
- Continue to review areas, equipment and work methods to further improve the health, safety and welfare of employees
- Provide health and safety training for all employees, and to others where appropriate
- Provide safe products for use by employees and others

All CENTURION Drilling employees are accountable for their health and safety performance in the workplace and are assigned the responsibility to follow safety rules, policies and procedures to ensure safe operations.

All employees are to take the necessary steps to ensure reporting, or rectification of hazards and everyone is expected to utilise their job skills and knowledge to improve safety.

Attitudes to health and safety are recognised as being as important as other business qualities and will be assessed regularly as part of an individual employee performance appraisal.

The policy of CENTURION Drilling is to seek continuous improvement in our occupational health, safety, welfare standards and performance, by taking into account evolving practices, scientific knowledge, technology and best management practices, in an endeavour to prevent workplace accidents.

Management will lead by example.



Fatigue Management Policy

As part of CENTURION Drilling's overall commitment to the safety of our employees, contractors and visitors, the company is committed to minimising the risks associated with fatigue in the workplace.

CENTURION Drilling is committed to:

- Taking all reasonable steps to ensure that incidents, accidents or injuries are not fatigue related
- Ensuring that employees, contractors and visitors comply with the Fatigue Management Policy and Procedure
- Increasing employee awareness about fatigue issues and site controls
- Complying with all laws, regulations and other requirements as imposed on CENTURION Drilling from time to time
- Implementing a fatigue management system
- Managing fatigue related risks; and
- Reviewing this policy and procedure on an annual basis.

All CENTURION Drilling employees have a responsibility to ensure their own health and safety at work. Outlined below are the responsibilities of the Management Team and all employees, contractors and visitors.

Management Team:

- Develop a plan to identify, assess and manage potential fatigue risks;
- Take reasonable actions to minimise the risk of fatigue related accidents and injuries;
- Communicate the plan to the employees;
- Increase employee awareness of the risks associated with fatigue; and
- Review the plan periodically.

All employees, contractors and site visitors

- Manage personal factors that affect/ cause/ increase fatigue;
- Ensure that they come to work in a fit for work state;
- Use their rest break between shifts to obtain sufficient sleep and rest to minimise the risks of fatigue related accidents or injuries;
- Notify their supervisor if they believe that they may present a risk to themselves or others;
- Report problems with fatigue;
- Participate in the assessment of fatigue risks; and
- Understand and execute their responsibilities under this policy and procedure.